

Date 10/12/2011

PURCHASING DEPARTMENT

**104 CITY HALL ANNEX
CHATTANOOGA, TENNESSEE**

REQUEST FOR PROPOSAL

**Proposal will be received at this office
101 East 11th Street, Suite G13
Chattanooga, TN 37402**

**Requisition No.: 50204
Ordering Dept.: Information Services
Buyer: Jonathan Woodard
Phone No.: 423-643-6383**

Items Being Purchased: Proposal for Efficient and Innovative Outdoor Lighting

*****REQUEST FOR PROPOSALS MUST BE RECEIVED***
NO LATER THAN
4:00 PM Local Time on November 1, 2011**

The City of Chattanooga reserves the right to reject any
and/or all proposals, waive any informalities in the proposals
received, and to accept any proposal which in its opinion may
be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the
purchase of all goods and services on the basis of race, color
or national origin.

PLEASE PROVIDE US WITH THE FOLLOWING

Phone/Toll Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Mailing Address: _____
Employer's ID No.: _____

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Request for Proposals
Efficient and Innovative
Outdoor Lighting for the City of
Chattanooga

Release Date: October 8, 2011

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I. GENERAL INFORMATION

Executive Summary

This Request for Proposals (RFP) is for replacing/modifying City of Chattanooga's existing lighting equipment. The RFP will result in a catalog award that will be used for city-wide existent replacement and new future lighting requirements. The award will also be available to other entities where allowed by their purchasing guidelines to purchase off of a City of Chattanooga contract. All proposals should maintain an in-depth focus on the goals outlined below. It is to the vendor's benefit to elaborate fully and in detail their responses with adherence to these goals.

- Proposed equipment, implementation and technologies are efficient and provide a savings when replacing old infrastructure.
- Auditing on all power usage and reliability of all equipment are provided in the new infrastructure.
- Efficiency realized in the maintenance of new lighting using modern methods of data communication and computerized management.
- New lighting provides City departments a security enhancement over old infrastructure.
- Lighting maintains current design aesthetics where applicable.
- All equipment provides a high level of vandal avoidance.
- All proposals demonstrate a driving and obvious need for the replacement of old infrastructure.
- Multiple options proposed that allows the City a choice in equipment.
- Multiple options proposed that allows the City a choice in purchasing, leasing or funding.
- Proposals should demonstrate obvious innovation with an easily measured performance result.
- Proposals should show a comprehensive understanding of the scope of a large City's goals for a lighting system. i.e.: More than just putting up street lights.
- Proposals should include an innovative recycling program for old replaced materials.

II. ADMINISTRATIVE AND CONTRACTUAL INFORMATION

Inquiries

Questions concerning this RFP may be sent by fax to the attention of:

Jonathan Woodard
Purchasing Agent
City of Chattanooga
Suite G13
101 East 11th Street
Chattanooga, TN 37402

Telephone: (423) 757-5184

Email: <mailto:purchasing@chattanooga.gov>

Fax: (423) 757-7201

Fax: (423) 757-0949

The questions and answers will then be forwarded to all interested parties.

Implied Requirements

All products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Vendor, must be included.

Vendor-Supplied Materials

Any material submitted by a Vendor shall become the property of the City unless otherwise requested at the time of submission. Any material considered confidential in nature must be so marked.

Issuing Office

This response shall be governed by the laws of the State of Tennessee, and is issued for the City by the Purchasing Division of the Finance Department.

Incurring Costs

The City is not liable for any cost incurred by Vendors prior to the issuance of a purchase agreement and will not pay for information solicited or obtained.

Vendor's Responses

Vendors must submit a response to this Specification in writing and electronically. The electronic format must be in MS Word or PDF and issued on a CD. The Vendor response must follow the format provided in Section IV of this document. The City reserves the right to reject any responses that do not follow the format outlined in this Specification. Each response must be submitted with an original and three (3) copies plus one electronic copy to the issuing office.

Economy of Preparation

Responses must be prepared simply and economically. They should provide a straightforward and concise description of the capabilities of the software proposed. Colorful bindings, displays, promotional materials, etc. are not desired. Emphasis should be placed on clarity and content.

Conditions of Agreement

The City desires to enter into an agreement with a Vendor for all lighting hardware, technologies and related equipment.

Responses submitted must be binding for not less than ninety (90) days after the date received. The City will select the response that is in the best interest of the City. The City reserves the right to reject any and all responses or portions of a response. The City reserves the right to waive minor technicalities in the response. The City not only reserves the right, at its sole discretion, to reject any and all responses and to waive technicalities, but also reserves the right of evaluation and the right to determine the methodology for evaluation of the responses to determine which is the best proposal and to accept the response deemed to be in the best interest of the City, i.e., the most qualified response will not necessarily have the lowest cost.

The final award of the contract will be made by the Chattanooga City Council.

The successful Vendor will be expected to enter into contract negotiations with the City that will result in a formal purchase agreement between the parties.

III. LIFE CYCLE

Introduction

The purpose of this section is to inform prospective Vendors of the process that will take place as a result of this RFP Specification. The information contained herein discloses all details about dates, times, and places as they pertain to this Specification.

Response Date

Sealed responses to be considered must arrive at the issuing office on or before the date and time specified on the cover letter of this RFP Specification. Those not received by the City by the closing time will be returned, after receipt, unopened to the Vendor.

City of Chattanooga
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Email: <mailto:purchasing@chattanooga.gov>
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Fax: (423) 757-0949

The questions and answers will then be forwarded to all interested parties.

Initial Screening

The initial screening of submitted responses will occur as soon as practical following the opening. The initial screening process will involve evaluating all responses for completeness, conformity, clarity, and compliance to all the RFP Specification requirements. Responses not meeting minimum requirements will be rejected and dropped from further consideration.

Oral Presentation

Vendors submitting a response that passes an initial screening may be invited to make an oral presentation of their response to the City. Invitations will be given solely at the initiative of the City for any purpose the City deems necessary. Such presentations provide an opportunity for the Vendor to clarify their response and ensure that a thorough, mutual understanding exists.

Evaluation Criteria

Responses will be evaluated based on the following criteria. The specifications for each are spelled out in more detail in Section IV.

General Requirements - Includes contract terms; compatibility with City infrastructure.

Vendor Strength - Includes financial stability; reputation; client references; ability to deliver at the City's required capacity and technical specifications, ability to respond timely due to geographic location.

Cost to the City - Includes a combination of published price and City discount; "value added" combinations; total cost savings of complete project.

Catalog - Includes robust functionality; ease of use; accuracy; integration with the ordering process; integration with Oracle's eBusiness Purchasing Module. i.e.: make it very easy for City to do business with selected vendor.

Purchase Order and Delivery Process - Includes cost; accuracy; timeliness of the ordering and shipping process; timeline to complete the project

Maintenance and Problem Resolution - Includes SLA's; both cost and quality of support services and warranty coverage

Communication Method - Includes troubleshooting, Service Request methods, end-of-service/end-of-life/end-of-product notifications, shipping and receiving.

Funding Mechanisms - Includes various options that are attractive to a City Government for funding the lifetime of the project.

Project Management - Includes efficient management and communication of the project status and performance auditing.

Final Evaluation

In the final evaluation, the responses submitted by the Vendors are reviewed and recommendations made by an evaluation committee for the response they consider to best satisfy the requirements.

The final evaluation will be completed as soon as practical depending upon the availability and time constraints placed upon the members of the evaluation team.

Acceptance

After the final evaluation, the chosen Vendor will be notified and contract discussion and negotiation between the City and the selected Vendor will begin. The content of this RFP Specification and the successful Vendor's response will become an integral part of the contract, but may be modified by provision of the contract. Vendors are requested to submit current contract forms with their response for review by the City. The final award or contract will be made by the Chattanooga City Council.

IV. REQUIREMENTS FOR THE RFP

Introduction

The purpose of this section is to describe the requirements for this RFP. The Vendor may propose additional features and options it wishes to be considered by the City. The order in which the following items appear in no way represents their priority or importance to this RFP Specification. The City requests that prospective Vendors use these specifications to develop responses within the guidelines set forth in Section II. The City requests that purchase pricing be included in the response.

General Requirements

By submitting a proposal the vendor agrees to ALL specifications, conditions, or requirements stated throughout this RFP. Responses lacking complete response information will not be considered. This agreement is to begin at a mutually agreed time after award of the contract to the successful Vendor(s). Contract period will be for twelve (12) months with an option to renew for up to four years.

Purchase quantities will be determined on an as needed basis.

Orders will be placed on an as needed basis. The City does not guarantee any minimum quantities. The City requires the ability to purchase any product that is listed in the catalog at the percent discount pricing presented in the RFP, or at advertised pricing, whichever is lowest at time of purchase.

All equipment must be factory new.

Level of initial warranty should be selectable for each individual product purchased. Vendor should provide full details on their various levels of warranties including services and replacement of hardware covered during the warranty.

All user manuals, operating instructions, and recovery media must be provided with each piece of equipment. Delivery will not be considered complete until all manuals, documentation and components are delivered and installed with a user acceptance signoff. No payment shall be made until this condition is met.

Vendor will supply contract item samples or evaluation units upon request and at no cost to the City.

In the event that the City deems the goods and/or services provided by the contract Vendor do not meet specifications, the City will provide written notice of the specific areas of dissatisfaction. If within a period of thirty (30) days the Vendor has not corrected the problem(s) cited, a full reservation of right to terminate the contract without further notice may be exercised.

The City reserves the option to conduct, at any time before and/or during the contract period, an on-site inspection of the Vendor's facilities in order to assure that the Vendor has the ability to meet the specifications stated in this RFP.

Please see Appendix A for minimum specifications and Appendix B for Current inventory of City. Appendix C contains rough estimate of current costs for outdoor lighting.

Vendor Strength

In determining vendor strength, the following qualifications will be considered by the evaluation committee.

- The ability, capacity and skill of the Vendor to perform the service required.
- Whether the Vendor can perform the contract or provide the service promptly, or within the time specified, without delay or interference.
- The reputation, judgment, experience and efficiency of the Vendor.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the Vendor with laws and ordinances relating to the contract or service.
- The sufficiency of the financial resources and ability of the Vendor to perform the contract or provide the service.
- The quality, availability and adaptability of the supplies, or services, to the particular use required.
- The ability of the Vendor to provide future maintenance and service for the use of the subject of the contract.

Whether the Vendor is in arrears to the City on a debt or contract or is a defaulter on surety to the City or whether the Vendor's taxes or assessments are delinquent.

Such other information as may be secured by having a hearing on the decision to make the award.

Consideration will be given to standardization, interchangeability, and availability of parts.

Vendor is required to provide with this response, three major account references, including name of company, name of contact person, address and phone number. For the purpose of this RFP Specification, a major account reference is defined as a customer who has purchased at least 100 devices from the Vendor.

Cost to the City

Vendor must propose a percentage discount of the published catalog/web price for each system or component listed in the catalog/web. Percentage discounts must be applied to pre-packaged and built-to-order systems.

Vendor's proposed discount of catalog/web price must be expressed to the nearest thousandth (.001) percentage. i.e.: If the Vendor is proposing a 10 percent discount of all contract items, the Discounted Catalog/Web Price for all contract items will be calculated as Catalog/Web price minus 10%. If the bidder is proposing no discounts on any contract item, it will then appear as 0% discount of the published catalog/web price for that item.

Vendors must propose all components F.O.B. destination.

The City requires access to advertised special pricing if said pricing provides a greater discount than the quoted contract pricing. Vendor will hold the advertised price for a 60 day quote duration to facilitate our ordering process. Advertised special pricing should be easily available from the vendor.

Any special price offerings or price reductions that occur during life of contract must take precedence over the catalog price.

Vendor must agree to make available to the other government entities the same contract pricing, this may or may not include any specific additional discount for City of Chattanooga.

Vendor will provide solution consultation services at no charge to the City to aid in purchasing computers and other devices necessary for projects and changes.

Maintenance/warranty

Warranty and upgrade support options should be clearly stated as to duration and what is or is not covered. The exact cost of any uncovered services (each uncovered warranty work request must include a signed scope of services prior to performing) must be provided in the RFP response. Vendor must provide cost of service or warranty extensions past end of initial warranty. Execution of this extended work/warranty is at the discretion of the City. Vendor will provide a mechanism for notifying the City of pending warranty expiration for each item ordered. This notification should occur at least 6 months prior to warranty expiration.

Support

The vendor's support staff must meet all certifications required by the type of work being delivered. For example, electrician, Electric Power Board certified installer. The vendor should supply any and all references for any subcontracted work.

V. Catalog

Vendor must enclose, with this response, a current published catalog price list of units and any items required to completely install any lighting solution. Each item should include base price and discounted price.

Vendor will maintain current itemized catalog information in an electronic format.

The catalog must be fully integrated with the ordering and tracking system in the following section (Purchase Order and Delivery Process).

Vendor(s) must notify the City's Purchasing Department immediately of any changes of Vendor name, address, back order problems, price changes, etc.
Vendor agrees that in the event of a price decrease, the Purchasing Department must be notified immediately and the lower price must be applied to all current and future orders. In the event of discontinuance or modification of any item included in this contract, the Purchasing Department must be notified immediately. A product of equal or better value must be substituted without any cost increase.

VI. Purchase Order and Delivery Process

The City uses eBusiness Suites ERP system from Oracle. It is preferred that the vendor provide a catalog ordering, tracking, and fulfillment system that is integrated with our ERP system.

Vendor will maintain an operational, computerized system with the capability of providing purchase order tracking and status on request.

The ordering and tracking system must be fully integrated with the City's catalog in the preceding section (Catalog).

The ordering system must provide a mechanism for ensuring that the City discount price (or current sale price or other promotion) is being charged in accordance with the contract. It must not require extensive manual oversight by the City. The Vendors response must describe in detail how the vendors proposed ordering and delivery of services will be managed and tracked.

Vendor will provide a 30-day, no charge return policy with no restocking fees for contract items and components.

Vendor will give advanced notice to the City of delivery date, delivery address or department and scheduled setup (if ordered). Vendor will contact the City Information Services department and the ship to contact.

All ordered items must be tested and fully functional. Any additional charges must be clearly described in the response, as well as any other equipment or service requested herein. Any cost not so defined will not be honored by our Accounts Payable Department or City of Chattanooga.

VII. Technical Support and Problem Resolution

Vendor will provide in the RFP response their proposed system for support and problem resolution. This should include all problem tracking, how to initiate service requests, management reporting on performance, and any efficiencies aided by their proposed method of service.

Vendor will provide the name and E-mail address and phone number of at least one account representative and one backup account representative assigned to the City.

Vendor must respond to warranty service calls in the time frame stated in the level of warranty purchased for each product.

Warranty work is expected to be completed on site. In the event the machine needs to be taken offsite, vendor will bear the responsibility for maintaining certification compliance, picking up and delivering equipment for warranty work at no cost to the City. Any procedural exceptions to this must be clearly noted in the response.

Vendor will have a quality control program in place that produces at request by the City the actual life cycle for installed equipment.

VIII. Communication Method

Vendor must provide a clear communication path for problem reporting, troubleshooting, and resolution.

Trouble tickets must not be closed without formal sign-off by the City that the problem has been fully resolved.

Vendor must provide a communication plan for notice of hardware or service availability changes (i.e. as a product approaches end-of-service or end-of-life or end-of-product). Describe the ongoing support method during and after a product's life cycle.

Describe in detail the plan for integration with Oracle eBusiness purchasing. Include methods of data transfer and validation, as well as security features in place during data transmission.

IX. Miscellaneous

Many companies are ecologically conscious and provide a recycle program for their products. Please submit any and all information as to your company in general and how it applies to this project.

Submit any narrative descriptions or marketing materials that would put your company in its best light. Submit copies of special documents or awards such as systems reviews, magazine articles, letters from satisfied customers, etc.

The City of Chattanooga is innovative, vibrant, and regionally "aware". Submit any and all intangibles to your award of this RFP that influence our region/community. A project of this nature and of this size should have responses from vendors in this regard.

X. Termination for Convenience of the City

The performance of work and/or delivery of ordered materials, supplies, equipment, and/or services under this agreement may be terminated by the City, in whole or in part, whenever it is determined to be in the best interest of the City.

Any such termination shall be effected by the Purchasing Agent to the Vendor by a verbal notice followed by a written notice of termination specifying the extent to which performance of work and/or delivery of ordered materials, supplies, equipment and/or services are terminated, and the date upon which such termination becomes effective.

After receipt of a notice of termination as outlined above, the Vendor shall stop work and/or place no further orders under the contract on the date and to the extent specified in the notice of termination.

XI. Appendix A – Minimum Requirements

Please refer to attached file/files with the prefix of "Appendix A"

XII. Appendix B – Inventory

Please refer to attached file/files with the prefix of "Appendix B". The numbers are an estimate of existing lights. These numbers change with time due to additions and construction.

XIII. Appendix C – Current Cost of lighting

Please refer to attached file/files with the prefix of "Appendix C". This section is to be used by vendor when proposing hard dollar efficiencies with their different response options. The

XIV. Appendix D – Cost Comparison Project

Please refer to attached file/files with the prefix of "Appendix D". This section is required in order to take the catalogue response and apply it to an example project for price comparison and understanding a project detail. Responses must include a detailed project description and line item cost to perform the following test scenario. Any omissions in required line items will be considered at no cost to the City in the final award for total projects across the city. Every line item of project cost proposal must match a line item in the main catalogue response.